



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

16 FEB -3 A8:11

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Defense / HIARNG FMO
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 18-Dec-15

2. After-the-Fact: ☒ Yes ☐ No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

An "Installation Status Report" inspection was conducted around second week of December, 2015, at the HIARNG Building 282 Parking Lot. A communication cables' wood pole was found in advance state of decay because of termite infestation. In the event that the wood pole will collapse to the ground, parked vehicles nearby will be damaged and the communication cables attached to the Building 282 exterior top corner will snap away from its connectors and may hit passing vehicles or people. In addition to the property damage and threat to human lives, the HIARNG's Reserve Component Automation System (RCAS) in Kalaeloa area will be cut off and will result in a high number of unproductive manhours and hours of communication downtime.

4. Vendor/Contractor/Service Provider Name:
JACK ENDO ELECTRIC, INC.

5. Amount of Request:
\$ 21,450.00

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

Supply of labor and equipment to disconnect existing cables from the rotting wood pole and connect to a temporary steel pole on concrete block. Excavate, remove, and dispose existing pole. Set a new Vendor-supplied 35 feet Class 3 treated wood pole, backfill, compact, and lock base with concrete. Re-attach to the new replacement wood pole the communication cables, tension cables, pole mounting hardware, guy wires, molding, grounding cables, and ground rod. Restore AC pavement. Replacement wood pole and all other materials and labor including temporary steel pole and all equipment shall be Vendor-supplied. Work implementation described above is necessary in order to avoid RCAS downtime and to be able to perform removal and replacement work safely with least work area disturbance.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

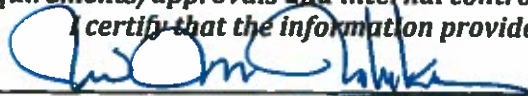
Aside from the possible property damages and threat to human lives, the emergency work is necessary because a three-day long drill/exercise of HIARNG Units will start on January 08, 2016. The parking area will be full of vehicles and human activities within the area will be continuous during the drill period. Three (3) Vendors were invited to bid on the proposed job and all had made the site inspection/assessment but as of this date (December 18), the other two (2) Vendors have not submitted their price and work proposals. With less remaining working days this part of December and January due to Holidays, the emergency procurement request is deemed necessary to be able to complete the job before January 08, 2016. The Vendor, Jack Endo Electric, Inc., was selected because they have the ready fabricated temporary steel pole on concrete block base; a proof that the Vendor had performed the type of work in the past.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
Edardo Mendoza	HIARWG/FMD	808-230-7413	edardo.g.mendoza@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.


Department Head Signature

2-3-16

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

This request is disapproved as it does not meet the requirements of an emergency procurement. Emergency procurement is used when a situation is unanticipated, of an unusual or compelling urgency and creates a threat to life, public health, welfare, or safety by reason of major natural disaster, epidemic, riot or fire, and requires immediate response. In Hawaii, termite infestation and damage is not unusual or unanticipated, therefore the department should have a program in place for detection and prevention services in place. Repairs, maintenance, and/or replacement need to be conducted through a competitive process using the appropriate procurement method.

The department is advised to submit form SPO-016 Procurement Violation to request after-the-fact payment for the vendor and provide corrective action(s) for approval. If there are any questions, please Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

2/18/16

Date